

17 April 1947

MEMORANDUM TO: CHIEF, CONTACTS BRANCH
 CHIEF, DOCUMENTS BRANCH
 FOIAb3b1 CHIEF, [REDACTED]

SUBJECT: Planning and Coordinating Staff

1. There is established in the office of the Assistant Director, Office of Operations, a Planning and Coordinating Staff.
2. The Planning and Coordinating Staff has the following functions:
 - a. Study of the methods of operation of the several branches.
 - b. Study of the intelligence output of each branch.
 - c. Recommendation to the Assistant Director of such changes in methods or procedures as may increase the efficiency of operation of a particular branch or of the collection operations as a whole or improve the quality of the end product.
 - d. Assistance to the Branch Chiefs in such fields as mutually may be considered appropriate.

3. Each branch is directed to cooperate with and assist the Planning and Coordinating Staff in the performance of its functions.

25X1A9a 4. The Planning and Coordinating Staff will be composed of [REDACTED], Chief, [REDACTED] Assistant Chief, and [REDACTED]

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EDWIN L. SIRDET
 Brigadier General, USA
 Assistant Director, Office of Operations

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 cc: [REDACTED]
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